



GSA FOIA <gsa.foia@gsa.gov>

Fwd: Questions Concerning Fees Associated with GSA-2018-000261, 000263, 000309, 000348, 000349, and 000381

1 message

GSA FOIA <gsa.foia@gsa.gov>

Thu, Feb 1, 2018 at 8:06 AM

To: ResearchInfo <ResearchInfo@dnc.org>

Good morning Ms. Dillon - You are correct. There is no charge for 2018-000380. We are in the processing of coordinating our response and should have it released to you in the next couple of days.

To answer you 2nd question, no there is no other action required on your part. Per your request, we will just close these requests.

Thank you and have a nice day.

Respectfully,
Freedom of Information Act
Requester Service Center
U.S. General Services Administration
1800 F Street, Northwest, Room 7300
Washington, DC 20405
Toll Free number:(855) 675-FOIA
Fax number:(202) 501-2727

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From: **Research Info** <ResearchInfo@dnc.org>

Date: Wed, Jan 31, 2018 at 6:14 PM

Subject: Re: Questions Concerning Fees Associated with GSA-2018-000261, 000263, 000309, 000348, 000349, and 000381

To: GSA FOIA <gsa.foia@gsa.gov>

Thank you so much for extending the the deadline for the receipt of payment for my requests. After talking further with my team, I have decided not to go forward with any requests other than GSA-2018-000380 at this time. I believe that request does not have a cost attached to it -- is that correct? If there is anything else you need me to do to close the requests ending in 261, 263, 309, 348, 349, 381, 382, and 383, please let me know.

Thank you,

Lauren Dillon

From: duane.fulton@gsa.gov <duane.fulton@gsa.gov> on behalf of GSA FOIA <gsa.foia@gsa.gov>**Sent:** Wednesday, January 31, 2018 12:28:19 PM**To:** Research Info**Subject:** Re: Questions Concerning Fees Associated with GSA-2018-000261, 000263, 000309, 000348, 000349, and 000381

Good morning Ms. Dillon - I spoke to management and I can extend the due date for receipt of payment to the St. Louis, MO address highlighted in the fee letter to **NLT Monday, February 5, 2018**.

Thank you and have a great day.

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From: **Research Info** <ResearchInfo@dnc.org>

Date: Tue, Jan 30, 2018 at 6:12 PM

Subject: Re: Questions Concerning Fees Associated with GSA-2018-000261, 000263, 000309, 000348, 000349, and 000381

To: GSA FOIA <gsa.foia@gsa.gov>

Thank you for the information. Would it be possible to request an extension of the date by which you must receive payment for the requests? I am still interested in these records but will not be able to get the payments in by tomorrow.

From: duane.fulton@gsa.gov <duane.fulton@gsa.gov> on behalf of GSA FOIA <gsa.foia@gsa.gov>

Sent: Tuesday, January 30, 2018 7:07:55 PM

To: Research Info

Subject: Re: Questions Concerning Fees Associated with GSA-2018-000261, 000263, 000309, 000348, 000349, and 000381

CORRECTION: The fee payments for the FOIA requests listed below are due to the St. Louis, MO address **no later than January 31, 2018**.

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telephone or return email and delete and destroy the original email message, and attachments thereto and all copies thereof.

On Tue, Jan 30, 2018 at 2:02 PM, GSA FOIA <gsa.foia@gsa.gov> wrote:

Good afternoon Ms. Dillon - In response to your question, the fee estimates will not change.

As stated in my January 9, 2018 email to you, "These email data pulls may include news articles as well, however, we still have to review all the potential responsive documents associated with the email data pull and in the process, remove any non-responsive documents which is part of the review process and the fee associated with this review."

Should you still need these responsive documents, the fee payments for the FOIA requests listed below are due to the St. Louis, MO address no later than January 31, 2017. Once your payment is received, your FOIA request will be processed and all Responsive documentations will be sent to you. If we do not receive your payment by this date, we will assume you are no longer interested in these records and your request will be cancelled.

SUMMARY OF REVISED FEE ESTIMATES:

- **GSA-2018-000261**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000263**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000309** - No Change (\$116.00)
- **GSA-2018-000348**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000349**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000380** - No Charge.
- **GSA-2018-000381**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00

Thank you and have a nice day.

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On Tue, Jan 30, 2018 at 12:53 PM, Research Info <ResearchInfo@dnc.org> wrote:

Thank you for the revision of the fee estimates.

I emailed on January 8, 2018 asking if the fee estimates would go down if you excluded emails that solely contain news articles or newsletters but never heard back from your office. Before agreeing to the costs, I would like to know if excluding these items would change the estimates. Further, if the requests were narrowed to only emails the GSA employees exchanged with the "who.eop.gov" domain (instead of searching every White House employee by name), would this reduce the cost of the requests?

Thanks

Lauren Dillon

From: duane.fulton@gsa.gov <duane.fulton@gsa.gov> on behalf of GSA FOIA <gsa.foia@gsa.gov>

Sent: Wednesday, January 10, 2018 4:40:56 PM

To: Research Info

Subject: Re: Questions Concerning Fees Associated with GSA-2018-000261, 000263, 000309, 000348, 000349, and 000381

Good morning Ms. Dillon - I met with the SME this morning to discuss in more detail the fees associated with your email data pull requests and upon review of the review procedures, we determined that we could reduce the time required to review each of your requests. As a result, provided below is the revised estimate for the fees charged for each one of your requests. I have also included a revised fee determination sheet and Fee letter (see attached).

SUMMARY OF REVISED FEE ESTIMATES:

- **GSA-2018-000261**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000263**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000309** - No Change (\$116.00)
- **GSA-2018-000348**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000349**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00
- **GSA-2018-000380** - No Charge.
- **GSA-2018-000381**
 - Search - 2 hours (\$58.00)
 - Review - 4 hours (\$116.00)
 - Total Fee - \$174.00

If you decide to pay the fee, I have extended the due date on all your above requests to **January 31, 2018**.

In addition, concerning your two additional requests (000382 and 000383), the SME and I have determined that the each of these requests will require about the same amount of review time and as a result, the total fee for each will be in the same ballpark as your other requests (around \$174.00). The fee package will be sent to you shortly.

Thank you and have a nice day.

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On Tue, Jan 9, 2018 at 3:56 PM, GSA FOIA <gsa.foia@gsa.gov> wrote:

Good afternoon Ms. Dillon - In response to your questions concerning the fee estimate provided to you for GSA-2018-000261, 000263, 000309, 000348, 000349, and 000381, the estimate is based upon the same criteria as I mentioned to you in my 12/29/2017 response concerning GSA-2018-000261.

Per the Subject Matter Expert (SME) working these your requests, the SME estimated the fee to be \$290.00. The \$290.00 fee estimate is the entire cost for your request. The fee is based on an email data pull that resulted in couple thousand pages of emails.

In processing an email data pull request, we first must run the actual email data pull in GSA's Google based email system. Once we receive the results, we convert the information to a usable/readable format. Once we have completed this task, we are required to thoroughly review the information and once the review has been completed, to coordinate that information with the appropriate GSA Staff before releasing. These email data pulls may include news articles as well, however, we still have to review all the potential responsive documents associated with the email data pull and in the process, remove any non-responsive documents which is part of the review process and the fee associated with this review. The coordination of the responsive package is not part of the fee.

Depending upon the number of email addresses (GSA and/or White email addresses) you are requesting will determine the estimated amount of time it will take to complete the review. Since most of your requests have a similar number of emails addresses to search for, the SME has determined the review time to be about the same (8 hours review). The cost breakout details for GSA-2018-000261, 000263, 000348, 000349, and 000381 are provided below:

The \$290.00 cost estimate is based on the following:

Search Hours:

Review hours - Time required to review a couple thousand pages of emails - 8 hours

Total Fee = \$290.00

Time to conduct the email data pull - 1 hour

Time required to convert email data pull into usable format (pdf) - 1 hour

Total hours 2 hours (29.00 x 2 = \$58.00)

Total hours - 8 hours

The time and cost to review/redact email data pulls is 30 pages an hour at a cost of \$29.00 per hour (\$29.00 x 8 hours = \$232.00)

For FOIA request GSA-2018-000309; the SME estimated the fee to be \$116.00 because you had requested less email addresses to search for and as a result, the review will not take as long. Again, that included 2 hours of search time (2 x \$29.00 = \$58.00) and 2 hours of review time (2 x \$29.00 = \$58.00) for a total cost of \$116.00.

In reference to items 2 and 3 of your request:

- All faxes exchanged between the aforementioned staff and the White House staff listed above. There are no documents response to this portion of your request.
- All letters exchanged between the aforementioned staff and the White House staff listed above. Any documents responsive to this portion of your request would be captured in the email data pull.

I recommend if you want to reduce the search and review cost, to do the following:

- Provide keywords: what information are you specifically looking for?
- Reduce the # of email addresses (either or both GSA and White House email addresses) being requested."

Finally, FYI, part of the coordination process includes allowing the White House to review their equities contained in the email data pull, however, you are not charged for this.

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